

M4T Course Syllabus

Dates, Location, Time,

Team Facilitators:

Team A: name...

Workshop Description:

This intensive, four-week-long professional development workshop/course is designed to engage educators in theories and practices of online learning and teaching with LMS MOODle. By successfully completing this course, participants will be given a Moodle for Teachers workshop certificate of completion.

In this workshop/course, participants will be introduced to online learning pedagogies and best practices, review the process of systematic instructional design and development, work together to design or redesign their course syllabus, integrate synchronous and asynchronous learning activities into their course, develop assessments for online learning, and share and reflect on the process of developing online or blended online courses. This professional development workshop/course is blended online *per se*, delivered via the platforms (Moodle and WiZiQ) that participants will also be able to use for their own online courses. This will help them understand online learning from students' perspectives, and prepare their courses in a learner-centered, constructivist approach.

The goal of this workshop/course is to help ensure the quality of online learning through both the systematic instructional design of online and blended online courses and instructor training on online pedagogies for delivery of these courses. Specifically, this workshop/course will cover the following broad topics:

- Introduction and exploration of Moodle and online learning
- Instructional design and course development with Moodle tools
- Interactions and collaborative learning
- Course content development and maintenance
- Assessments in online learning
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Workshop Learning Outcomes:

Upon completion of this course, participants will be able to:

- Demonstrate basic understandings of Moodle philosophy and premise;
- Discuss online learning theories and practices;
- Exhibit appropriate online learning pedagogies and strong instructional design practices in their online courses;
- Choose appropriate graphics and multimedia that demonstrate visual literacy;
- Use asynchronous and synchronous tools effectively in their teaching;

- Develop student-centered learning activities that facilitate interactions and collaboration;
- Create assignments and learning activities based on identified learning outcomes;
- Construct assessments appropriate for measuring online learning and student progress;
- Reflect on the process of designing and developing online/blended courses;
- Design and deliver online courses in ways consistent with online learning pedagogies;
- Contribute to the learning communities by sharing experience with and providing constructive feedback to peers and facilitators;

Course Prerequisites

- Introductory training to Moodle and WiZiQ
- Proficiency with word processing software and using computers to access the Internet
- Willingness to change the course design and pedagogy if identified as necessary during this professional development workshop course

Workshop/ Course Requirements

Weekly WiZiQ Synchronous Meetings

Participation in synchronous class meetings is an integral part of this professional development experience. Please contact the instructor prior to any absence and make arrangements for making up the missed session. Any absence from two or more synchronous class meetings will result in an “incomplete” grade for the course

Discussion Forum Participation

Online discussions will be required for most of the classes. All members of the class have a responsibility to participate in the weekly discussions and contribute to the dialog in substantive ways. Specific instructions will be provided for each discussion assignment.

In general, posts must be constructive and contribute to evolvement of the discussions. Do not wait to post until the end of each week when others have no time to reply to your posts. Characteristics of effective dialog include the following:

- posts related to a given topic are maintained in a common thread
- posts aggregated across the workshop four week period demonstrate a pattern of posting throughout the week, rather than only on the night before the class
- a professional tone is expected; diversity in viewpoint is expected and encouraged, but should be conducted in a way that is respectful of other viewpoints
- posts will advance the conversation rather than simply repeating preceding comments

The class discussion forum can also be used for posting requests for assistance. Using the discussion forum in this way will help develop a community among members of the class.

Course Design and Development Project

The culminating project of this course is to design/redesign your online or blended mutual Team chosen topic online course. Each week, there will be assignments related to this project,

covering various aspects of Moodle tools and course design and development, such as course outline, overview, goals, collaborative learning activities, assessments, and content. During the last class meeting, you as a team will present your course to the whole class and write a reflection on the instructional design process. Specific requirements will be provided in each module/week and in each assignment in Moodle. Please refer to the course schedule for the due dates.

Each member of the class is also expected to provide written feedback to [two?](#) other Team-peers with recommendations for revisions after reviewing the course or Module outline and content. A feedback form should include your name, designer's name, name of the course, highlights, and critique. Your feedback should be constructive and helpful for your peers to improve various aspects of their courses, such as overall design, organization, interactions, assessments, and consistency with pedagogies of online learning. The feedback should be provided to both the project authors and the facilitator of your team. You will be assessed on the efficacy of the feedback and the extent to which it incorporates Moodle tools, instructional design principles and online learning pedagogies covered by the topics of the workshop/course.

Team Moodle Course Delivery

The actual delivery of the course you designed or redesigned during M4T workshop/course is an integral part of your certification process. Facilitators will observe your course, write an evaluation feedback report with recommendations based on the observations, Moodle activity reports, and participants' feedback.

Grading Criteria & Certification

This workshop/course is designed to help you prepare and teach your online or blended online Courses with LMS Moodle. You may take an incomplete grade or withdraw from the course if unable to fulfill course requirements in time. The grading criteria are listed below:

- I = Incomplete. Course requirements are not met but arrangements have been made to complete them.
- S = Satisfactory. All of the course requirements for completion are met.
- U = Unsatisfactory. Course requirements are not met, and no arrangements have been made to complete the work.

You will be granted a certification for Teaching with Moodle after successfully completing this M4T workshop/course.

Workshop Completion Specific Criteria/Checklist:

The participants will be awarded a M4T certificate if they complete the following requirements:

Spend at least 20 hours on the M4T-3 Moodle course website and complete:

1. The assigned course weekly readings;
2. Reflect on the posed questions on the DF;

3. Explore and practice with the presented during the workshop Moodle tools: resources and activities, etc.
4. Contribute to the Team work to create and deliver a course on a chosen topic in the assigned sandboxes (at least 10 hours).
5. Reflect on the personal and team players' contributions in the provided Collaboration Teamwork form.
6. Provide the final feedback to the facilitators on the workshop.

Course Schedule

Assignments are due by midnight Sundays unless noted otherwise.

Topic Learning Activities Assignments

Dates /Weeks/Modules Learning outcomes:	Learning Ind & Team Activities	Assignments/Assessments
Pre-workshop Jan. 2 Teaching and Learning F2F & Online with Moodle: An Overview <ul style="list-style-type: none"> • Workshop/Course overview • Introduction to M4Tworkshop and online learning principles • Preparation for M4T Team work • Tips for RSS subscription, etc. 		
Week 1 Jan 4 -		
Week 2		
Week 3		
Week 4		